

FIRE INSPECTOR II

DEFINITION

To perform fire safety inspections of commercial and residential buildings and facilities and sites of public assembly for compliance with state and local codes and ordinances pertaining to fire prevention; to perform technical work involving weed abatement and hazard reduction inspections, fire prevention educational programs, and fire investigations; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the maintenance series and it is distinguished from the Fire Inspector I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the level I, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Marshal. May exercise technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform fire safety inspections of residential, commercial, industrial properties and places of assembly to determine compliance with fire prevention codes and ordinances.

Inspect, post and issue weed abatement notices; issue written notices requiring the abatement of fire and related health and safety code violations; re-inspect to determine compliance has been achieved on all violations.

Perform fire and safety clearance inspections for new business licenses; participate in disaster preparedness programs.

Assist Fire Marshal by conducting fire investigations to determine origin and cause; may testify in court.

Review plans for code compliance with applicable fire and building codes including, but not limited to, checking underground fire mains, fire alarm systems, fire suppression systems, and hazardous materials storage.

Research and review fire legislation, codes and ordinances.

Develop/prepare handouts and materials and conduct fire prevention educational programs; provide technical information concerning fire code requirements.

Communicate with fire dispatch and other employees during emergency and non-emergency situations using a two-way radio.

Assist in the instruction and training of less experienced staff.

Conduct inspections to ensure proper storage, handling and use of hazardous materials.

Respond and investigate citizen complaints of reported fire and/or safety hazards.

Work with other agencies and City departments as needed.

Respond to emergency situations in off-hours as required.

Observe safe work methods and use safety equipment; operate City vehicles skillfully and safely.

Maintain records pertaining to inspections and actions taken using a computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of fire safety inspections.

Methods and techniques of fire prevention and fire investigation.

Pertinent codes, rules, laws, and ordinances related to area of assignment.

Building materials and construction and fire alarm and suppression systems.

Principles and practices of customer service.

Safe work methods and safety regulations pertaining to the work.

Computer equipment related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform fire prevention inspections and identify violations of applicable codes and regulations; participate in fire investigations and testify in court.

Recognize fire hazards common to places of public assembly, manufacturing, commercial and residential buildings.

Read, interpret, and apply local and state codes, laws, and ordinances pertaining to fire prevention and hazardous materials.

Review building plans as they relate to fire code requirements.

Perform fire and safety clearance inspections for new business licenses; gain voluntary compliance with code requirements.

Train others in fire code regulations, fire prevention, inspection and related subjects.

Investigate citizen complaints of reported fire and/or safety hazards.

Drive City vehicles observing legal and defensive driving practices.

Perform work in accordance with safety regulations, guidelines, and practices.

Use initiative and sound independent judgment within established guidelines.

Prepare written correspondence, reports and keep work related records using a computer.

Use a two-way radio.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in a variety of fire prevention work.

Training:

Completion of the twelfth grade supplemented by successful completion of college level courses in Fire Prevention, Fire Science, Fire Protection, Engineering, Plan Checking, Building Construction or a related field.

License or Certificate

Possession of a valid California driver's license

P.C. 832 and California State Fire Marshal's courses in Fire Prevention 2A, and 2B and Fire Investigation 1A and 1B within one year of appointment.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift up to 65 pounds and may lift up to 75 pounds with assistance. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment and hazardous substances; work on slippery or uneven surfaces; and work in conditions involving fire, chemicals, and fire debris.

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